1.1 Office Automation Clerk (GS-326-04/03/02)

Form III-3 Position Description

Labor Category:		
Current or>	Y Proposal Specific Pos	ition Description
Date Prepared:	6/9/03	
Approving Official:	Name <u>Luis A. Arvelo</u>	Signature
		_
	Title: HR Specialist	

Position: Office Automation Clerk, GS-326-02/03/04.

Minimum Years Experience: For GS-2 = 3 months of general experience. For GS-3 = 6 months of general experience. For GS-4 = One year of general experience at the lower equivalent grade level.

Minimum Education Requirements: None.

Experience Substitution for Education (if allowed):

For GS-2 = High school or equiv. For GS-3 = 1 year above high school. For GS-4 = 2 years above high school.

Duties:

Provides office automation clerical support, as well as standard logistical support, and managing data.

Abilities/Skills/Knowledge Required by the Position:

Knowledge of the priorities, procedures, policies and goals of the MEO Task Unit sufficient to ensure appropriate performance of office automation clerical aspects of assigned applications.

Knowledge of IC and Task Unit areas of review and administrative responsibility and of the various types of application formats to aid in locating supplementary material.

Knowledge of office automation systems to use several types of software for various office needs.

Ability to use a personal computer with word processing and spreadsheet capabilities such as WordPerfect, Word, Excel, or Access (or other equivalent software specified by the NIH) to type correspondence, forms, reports, spreadsheets, and scientific initiatives.

Skill of a fully qualified typist to perform these duties.

Supervisory Controls:

Leader, supervisor, or senior employee provides standard or general instructions, depending on the assignment. On familiar procedures, the incumbent works independently following established procedures. Employee seeks guidance when new or unusual situations arise. Work is checked for compliance with office procedures, technical accuracy, appearance, and adherence to instructions.

Guidelines:

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

Office Automation Clerk GS-326-04

I. <u>Introduction</u>

This position is located in the Office of Grants Support Services (OGSS), NIH, as part of the Government's Most Efficient Organization (MEO) responsible for extramural support in the development of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing office automation clerical services to Task Unit members, Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in all the extramural activities and components of the NIH Institutes and Centers Major duties and responsibilities include providing office automation clerical support to all NIH scientific program development, scientific review, and grants management functions, as well as providing standard logistical support; and managing data. May be assigned to any of the various MEO Hubs, Task Units, Sections, or ICs and may perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

II. <u>Duties and Responsibilities</u>

SUPPORTS PROGRAM, REVIEW, AND GRANTS FUNCTIONS 50%

Receives and reviews assigned grant applications for completeness and accuracy of standard items and stores them. Maintains paper and electronic files. Prints labels and summary statements. Extracts basic data from applications. Maintains paper or electronic calendar, listservs, directories of email and mailing addresses. Duplicates, collates, scans documents, and orders CDs. Prepares and transmits Council-related documents and correspondence. Types correspondence, such as forms, reports, spreadsheets, and scientific initiatives. Receives and screens phone calls and routes to appropriate IC staff if necessary. Receives and escorts visitors to proper location.

PROVIDES STANDARD LOGISTICAL SUPPORT FOR MEETINGS 25%

Provides standard logistical support for scientific conferences, workshops, and site visits, as well as board, Council, and other advisory group meetings. Arranges for meeting facilities and equipment. Provides basic information to speakers/participants including that related to travel, lodging reimbursement, per diem payment, and honoraria (the standard NIH Consultant fee payment). Prepares and distributes meeting materials and assists with other meeting activities on site, as needed. Creates and maintains meeting files. Reviews and

distributes incoming mail; and sends or delivers outgoing mail and faxes. Orders supplies and arranges for equipment repairs. Arranges standard staff travel and training.

MANAGES DATA 25%

Manages standard data in the IMPAC II system including (but not limited to) data entry, maintenance and retrieval in the area of Grants Management, Program, and Review. Updates other NIH and local databases. Tracks and reports on competing and non-competing applications and awards. Enters and verifies required basic information on human subjects into IC and IMPAC II Population Tracking databases. Provides data to Supervisor, MEO Specialist, and Hub Manager that will allow MEO performance evaluation.

Performs other related duties as assigned.

III. <u>Factors</u>

Factor 1: Knowledge Required

Knowledge of the priorities, procedures, policies and goals of the MEO Task Unit sufficient to ensure appropriate performance of office automation clerical aspects of assigned applications.

Knowledge of IC and Task Unit areas of review and administrative responsibility and of the various types of application formats to aid in locating supplementary material.

Knowledge of office automation systems to use several types of software for various office needs.

Ability to use a personal computer with word processing and spreadsheet capabilities such as WordPerfect, Word, Excel, or Access (or other equivalent software specified by the NIH) to type correspondence, forms, reports, spreadsheets, and scientific initiatives.

Skill of a fully qualified typist to perform these duties.

Factor 2: Supervisory Controls

Leader, supervisor, or senior employee provides standard or general instructions, depending on the assignment. On familiar procedures, the incumbent works independently following established procedures. Employee seeks guidance when new or unusual situations arise. Work is checked for compliance with office procedures, technical accuracy, appearance, and adherence to instructions.

Factor 3: Guidelines

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

Factor 4: Complexity

The work includes various duties involving different clerical tasks in the processing of applications. The incumbent must recognize different types of applications and their required formats. Correction in spelling and grammar are made at own initiative using different procedures and functions on word processing equipment.

Factor 5: Scope and Effect

The incumbent ensures that the clerical tasks are completed from start to finish. This affects the accuracy and reliability of the review of applications, having impact on the research programs of major universities throughout the country and the institutes within NIH.

Factor 6: Personal Contacts

Contacts are with personnel at all levels within the MEO Task Unit, NIH IC staff, and occasionally, individuals outside the federal government.

Factor 7: Purpose of Contacts

The purpose of the contacts is to provide office automation clerical services. May also gather or dispense information concerning Task Unit processes or procedures.

Factor 8: Physical Demands

Work requires recurring lifting grant applications weighing up to 30 pounds, and transporting and handling similar size packages of documents before mailing or conveying to meeting sites.

Factor 9: Work Environment

Work is performed in an office setting.

Office Automation Clerk STATEMENT OF DIFFERENCES

1. Clerk,	FULL PERFORMANCE TITLE, SERIES, AND GRADE: Office Automation
2.	ORGANIZATION: OGSS, OER, OD, NIH
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